



Office of the County Purchasing Agent

Date: December 15, 2008

TO: Captain Jim Moody and Assistant Chief Randy Clark
Collin County Correctional Facility

FROM: Rachael Warren
Purchasing

RE: Supplies: Food
IFB No. 11221-09

Attached, you will find the final draft copy of the bid specification for food supplies. Please review this document and return the signed documents to the Purchasing Department in conjunction with submitting an EAGENDA and memo for advertisement by COB on 01/ 30/09. It is our intent, to place this bid on the 02/10/09 Court Agenda for specification approval and approval to advertise. Please sign this memo in the space provided below and the Cover Sheet of the Bid Packet and return it with the specifications indicating your approval.

If you have any questions, please do not hesitate to contact me at 972-548-4124.

A handwritten signature in black ink, appearing to read "Rachael Warren", written over a horizontal line.

Department Signature